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**MEMO TO:** North Dakota Educators  
  
**FROM:** Laurie Matzke, Division Manager  
Student Support & Innovation  
  
**DATE:** January 4, 2016  
  
**RE:** Important Updates

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Please note the following four important updates:

- 1) Every Student Succeeds Act (ESSA) WebEx
- 2) Federal Title Mid-Year Reports
- 3) Assurance of Time Certification
- 4) Revised Title I Credentials

**1) Every Student Succeeds Act WebEx**

The North Dakota Department of Public Instruction (NDDPI) is sponsoring a WebEx training on the newly reauthorized federal law “Every Student Succeeds Act” (ESSA). This WebEx training will give school personnel an opportunity to hear some of the key components of the new law.

- The ESSA WebEx is Friday, January 8, 2016 from 10:45–11:30 AM CDT.
- Registration for this training is available at [www.surveymonkey.com/r/NVFCY57](http://www.surveymonkey.com/r/NVFCY57). Registration will close at noon Thursday, January 7, 2016.
- The WebEx training is via the internet. Each school must have a computer with an internet connection at the time of the training.
- On Thursday afternoon, January 7, 2016, each registered participant will receive instructions via email on how to connect to the WebEx training.
- All applicable handouts will be posted prior to the WebEx training at [www.nd.gov/dpi/SchoolStaff/FTP/Presentations\\_Recordings/](http://www.nd.gov/dpi/SchoolStaff/FTP/Presentations_Recordings/).

If you have questions regarding the details of the training, please contact Patty Carmichael at (701) 328-3264 or [pcarmichael@nd.gov](mailto:pcarmichael@nd.gov).

**2) Federal Title Mid-Year Financial Reports Due**

The Mid-Year Financial Report (SFN 7822) for federal Title expenditures from July 1, 2015 through December 31, 2015, is due to the Office of Federal Title Programs by **Wednesday, January 20, 2016**. This report must include all expenses through December 31, 2015.

Please note that districts **will need to complete** a mid-year financial report for all federal Title funds including: Title I, Title II, Title III, Homeless, and N&D. The form and guidance can be found on the department's website at [www.nd.gov/dpi/forms](http://www.nd.gov/dpi/forms).

**3) Assurance of Time/Periodic Certification**

Districts that have federally funded personnel must complete an assurance every six months (at a minimum), documenting the time staff worked in each particular federal program. Since we are through half the school year, we felt it was appropriate to remind districts of the following:

- All staff paid with federal Title funds must sign an assurance.
- The individual and their supervisor must both sign the assurance.
- These assurances must be completed at least twice a year and cannot be signed and dated before the time has occurred. In other words, an assurance from August 15 – December 31, 2015 must be signed after December 31, 2015.

The assurances do not need to be submitted to the Office of Federal Title Programs, rather they must be kept on file in the district's office. Information and sample documentation for this requirement can be found at [www.nd.gov/dpi/SchoolStaff/FTP/Guidance\\_Legislation/](http://www.nd.gov/dpi/SchoolStaff/FTP/Guidance_Legislation/) on our website.

**4) Revised Title I Credentials**

The Office of Federal Title Programs continues to receive calls and emails regarding the scope of the Title I credentials, which will be revised through the administrative rules process.

Please note, in January 2016, the NDDPI will begin the process of revising the Title I credentials to provide more flexibility for school personnel. Please be assured that the entire process will be open and transparent, and once a draft of the revised rules is available, it will be shared on our website for comments and feedback. We will solicit input throughout the entire revision process. We anticipate the revised credentials would go into effect on July 1, 2016. For the 2015-2016 school year, the Title I credential process will not be changed.

If you have any questions regarding the information in this memorandum, please contact me at [lmatzke@nd.gov](mailto:lmatzke@nd.gov) or (701) 328-2284, or your assigned Student Support & Innovation contact person found at [www.nd.gov/dpi/uploads/126/contacts.pdf](http://www.nd.gov/dpi/uploads/126/contacts.pdf).